

Attached are templates of temporary layoff notices and Questions & Answers (Q&A's) for your employees who may be temporarily laid off should there not be operating or capital budgets enacted by July 1st. The notices do not attempt to answer questions regarding retirement. If state employees have retirement questions, direct them to the Department of Retirement Systems. In addition, it is our understanding that the Department of Enterprise Services plans to provide instructions regarding payroll-related topics.

Instructions:

- **Please do not send any layoff notices until directed to by OFM.**
- A broadcast email notice will suffice for all employees potentially affected. However, if you have employees who are out of the office on leave (FMLA, Military, Shared Leave, etc.) and not available by email, you will need to have an alternate means for delivery of the notice.
- Send all **represented employees** being temporarily laid off the **represented notice** and the represented Q&A.
- Send all **non-represented employees** being temporarily laid off, including WMS employees, the **non-represented notice** and the non-represented Q&A.
- Send all **exempt employees** being placed on emergency leave without pay the **emergency leave without pay exempt notice** and the emergency leave without pay exempt Q&A.
- **Once again, do not send any layoff notices until directed to by OFM.**

All agencies should be working on employee notification lists. You will need to pay particular attention to employees who are out of the office on leave (FMLA, Military, Shared Leave, etc.) and not available by email.

If you have questions regarding the represented employee notice, contact your assigned Labor Negotiator or send an email to labor.relations@ofm.wa.gov

If you have questions regarding the non-represented or exempt notices, contact the State Human Resources Division at Rules@ofm.wa.gov.